

**SELF SERVICE CENTER
INSTRUCTIONS FOR AGREEMENT
(REQUEST TO STOP OR MODIFY ORDER OF ASSIGNMENT)**

(To be completed if both parties agree on a *"Request to Stop or Modify an Order of Assignment"*)

COMPLETE THIS FORM IF:

- ✓ One party filed a *"Request to Stop or Modify Order of Assignment"* with the Clerk of Superior Court, **AND**
- ✓ Both the respondent and petitioner willingly and freely agree to an order of the court granting what is asked for in the Request.

TO COMPLETE THIS FORM YOU WILL NEED:

- ✓ The date the *"Request to Stop or Modify Order of Assignment"* was filed. If you do not know the file date, look it up on the original Request maintained in the court file.

HOW TO COMPLETE THE "AGREEMENT ABOUT REQUEST TO STOP OR MODIFY ORDER OF ASSIGNMENT":

- ✓ Follow the instructions given below. Match each numbered step in the instructions with the item on the attached form that has the same number.
 - (1) Type or print the name, address and telephone number of the person filing the form. An attorney who is filing the Request must also list the name of the person represented and the attorney's State Bar Number.
 - (2) Type or print the name of the person shown as the petitioner on the *"Order of Assignment."*
 - (3) Type or print the name of the person shown as the respondent on the *"Order of Assignment."*
 - (4) Type or print the case number that appears on the *"Order of Assignment."*
 - (5) Type or print the date the *"Request to Stop or Modify Order of Assignment"* was filed with the Clerk of Superior Court. The date is stamped in the upper right hand corner of the first page of the Request.
 - (6,7) **Petitioner:** date and sign your name before a Notary Public **or** Deputy Clerk. By signing your name, you are stating under oath that the contents of this Request are true and correct to the best of your knowledge. The notary public or deputy clerk will complete the signature and date information requested at the bottom of the first page.
 - (8,9) **Respondent:** date and sign your name before a Notary Public **or** Deputy Clerk. By signing your name, you are stating under oath that the contents of this Request are true and correct to the best of your knowledge. The notary public or deputy clerk will complete the signature and date information requested on page two.

WHEN YOU HAVE COMPLETED THE AGREEMENT:

- ✓ If you agree to the *"Request to Modify the Order of Assignment,"* make **two copies** of the original *"Order Stopping an Order of Assignment"* and a new *"Order of Assignment."*
- ✓ If you agree to the *"Request to Stop the Order of Assignment,"* make two copies of the original *"Order Stopping an Order of Assignment."*
- ✓ Submit two envelopes stamped and addressed to each party.
- ✓ If one of the parties is using the child support services of the **Division of Child Support Enforcement (DCSE)**, an additional copy of the original *"Order of Assignment"* **or** *"Order Stopping and Order of Assignment"* and a stamped envelope address to: Attorney General, Child Support Enforcement, P.O. Box 6123, Site Code 775C, Phoenix, AZ 85005.
- ✓ File the forms with the Clerk of the Superior Court. Wait for a copy of the signed *"Order Stopping or Modifying the Wage Assignment"* to be mailed to you.